

## **Agenda**

**Catherine Rybczynski Town Clerk**

**Town Board of the Town of Hamburg**

**May 8, 2023**

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Minutes of Previous Meetings**
- 4. Proposed Local Law #4 (2023) Compliance with SEQR**
- 5. Highway Personnel**
- 6. Town Golf Course Paving Project**
- 7. Hamburg Clock Tower Repair Change Order No. 1**
- 8. Hamburg Clock Tower Inspection**
- 9. Re-Advertise Grass and Weed Cutting Service**
- 10. Assistant Code Enforcement Officer Appointment**
- 11. NYDOT Drainage Study Support**
- 12. Assistant Planner Position (FT)**
- 13. Comprehensive Plan Implementation Committee Consultant Agreement**
- 14. Highway Budget Transfer**
- 15. PAF - Youth, Recreation & Senior Services**
- 16. Taylor Road Alcohol Waivers - June**
- 17. B&G PAF**
- 18. Request for Bids: Hamburg Public Library Coffee Shop Concession**
- 19. Clerk (PT) Engineering Department**
- 20. Business from the Floor**
- 21. Meeting is adjourned by Supervisor**

**Town Board of the Town of Hamburg  
May 8, 2023 Meeting**

**3. Minutes of Previous Meetings**

RESOLVED, that the Hamburg Town Board doeshereby approve the minutes of the previous meeting as follows:

April 10, 2023 Regular Town Board Meeting

Moved: Comerford

**Town Board of the Town of Hamburg**  
**May 8, 2023 Meeting**

**4. Proposed Local Law #4 (2023) Compliance with SEQR**

WHEREAS, a public hearing was held on April 24, 2023, for discussion and public comment concerning adoption of proposed local law #4, 2023, and

WHEREAS, proposed local law #4, 2023 law will amend Chapter 280 of the Zoning Code of Town of Hamburg, Article XLV, Chapter 280-311(H), by adding the following:

Chapter 280-311(H) Compliance with SEQR.

The Zoning Board of Appeals shall comply with the provisions of the State Environmental Quality Review Act (SEQR) under Article 8 of the Environmental Conservation Law and its implementing regulations as codified in Title 6 NYCRR 6517. The ZBA is subject to the New York SEQR law and for those actions not meeting the Type II designation (not subject to SEQR completed prior to the ZBA taking an action. Typically, the lead agency shall be determined and designated by mutual agreement of all involved agencies within 30 calendar days of the EAF being mailed, as provided by §617.6 of Title 6 of NYCRR. In all cases, the lead agency shall be the agency, board or body having final authority to approve or undertake the action. When projects require multiple approvals from the Town's Zoning, Planning and Town Boards, the Town Board of the Town of Hamburg shall be the lead agency. When projects require multiple approvals from the Town's Zoning and Planning Boards, the Planning Board of the Town of Hamburg shall be the lead agency.

NOW THEREFORE BE IT RESOLVED that the Hamburg Town Board adopt this proposed amendment to the Town Code of the Town of Hamburg.

Effective Date: This local law shall take effect immediately.

Moved: R. Hoak

**Town Board of the Town of Hamburg  
May 8, 2023 Meeting**

**5. Highway Personnel**

BE IT RESOLVED, that the Town Board approve the termination in the Highway Dept. per the attached PAF.

MOVED: Farrell Lorentz

**ATTACHMENTS:**

Description	Upload Date	Type
dommell	5/2/2023	Backup Material

# TOWN OF HAMBURG - PERSONNEL ACTION FORM

Department- HIGHWAY

Highway Superintendent Signature

4/26/2023

Supervisor Signature

TOWN BOARD MEETING OF

PAGE 1 of 1

I request that a Town Board Resolution be adopted approving the following personnel action:

#	Emp #	Emp Name	N or R	Position	Start date	Full time hrly rate	PT/Sea/temp hrly rate	Term date
1								
2	5147	DOMMELL, ALINE		CLERK/PT			\$15.00	4/21/2023
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**Town Board of the Town of Hamburg  
May 8, 2023 Meeting**

**6. Town Golf Course Paving Project**

**WHEREAS**, the Town of Hamburg Engineering Department prepared bid documents for the Town Golf Course Paving Project, and

**WHEREAS**, a Public Bid Opening was held May 2, 2023, and

**WHEREAS**, the Town of Hamburg received sealed bids from 6 eligible contractors,

**WHEREAS**, that the lowest responsible bidder for this project is:

Thomann Asphalt Paving, 56 Gunnville Road, Lancaster NY 14086

Having submitted bids for Base Bid 1, Alternate 1 and Alternate 2 in the amount of Two Hundred eight thousand, three hundred ninety one dollars and fifty cents (\$208,391.50),

**BE IT RESOLVED**, that the Town Supervisor is authorized to sign the contractual agreement with Thomann Asphalt Paving and issue the Notice of Award and Notice to Proceed.

Account H.021.7250.303

Moved: Connolly

**Town Board of the Town of Hamburg  
May 8, 2023 Meeting**

**7. Hamburg Clock Tower Repair Change Order No. 1**

**WHEREAS**, J. Bognar Construction, Inc. is currently under contract with the Town of Hamburg for the construction of the Town Clock Tower Repair Project; and

**WHEREAS**, due to access to the shoreline which was not identified on plans prepared by Urban Engineers, the Town of Hamburg requires the use of an adjacent parcel of land which will require minor site work to create an access road to the shoreline; and

**WHEREAS**, this task was not included or quantified in the Bid Documents,

**THEREFORE BE IT RESOLVED**, that the Supervisor is authorized to sign Change Order No. 1 for this project, approving the time and materials to construct, maintain during the duration of the project, and restore to existing conditions, an access road on aforementioned adjoining parcel in the amount of ten thousand seven hundred dollars and no cents (\$10,700.00) to J. Bognar Construction LLC.

Cost of this project will be charged to H.102.7250.303 – Capital Project

**Town Board of the Town of Hamburg  
May 8, 2023 Meeting**

**8. Hamburg Clock Tower Inspection**

**WHEREAS**, the Town of Hamburg Has begun construction to the Clock Tower site; and

**WHEREAS**, the Town Engineering Department recommends the hiring of a Consultant to perform construction inspection services; and

**WHEREAS**, JM Davidson DPC have submitted a hourly rates for part-time inspection services with a total contract estimate not to exceed twenty eight thousand, eight hundred dollars and no cents;

**NOW THEREFORE BE IT RESOLVED** the Town Board authorizes the Supervisor to sign the 2023 contract amendment between the Town of Hamburg and JM Davidson DPC.

Cost of this project will be charged to H.102.7250.303 – Capital Project

MOVED: Connolly



**Town Board of the Town of Hamburg  
May 8, 2023 Meeting**

**9. Re-Advertise Grass and Weed Cutting Service**

**WHEREAS**, the Town of Hamburg Code Enforcement Department is responsible for the enforcement of Local Law No. 9-1974 (Chapter 75) Brush, Grass and Weeds, and such services to perform cutting of grass and weeds on private property are required;

**WHEREAS**, the Town of Hamburg has previously advertised for sealed bids, and having not received any bids for this service,

**BE IT RESOLVED**, that the Town Clerk is authorized to re-advertise for sealed bids entitled “**Hamburg Code Enforcement Annual Contract for Grass / Weed Cutting Services**”

Sealed separate bids will be received at Hamburg Town Hall, Town Clerk’s Office, 6100 South Park Ave, Hamburg, New York, 14075, and said bid will be publicly opened and read aloud on Tuesday May 30th, in Conference Room 1 at 10:00 AM. Mailed bids should be sent to: Town of Hamburg, (clearly marked) **Attn: TOWN CLERK, Bid Enclosed – Annual Grass / Weed cutting Services** , 6100 South Park Ave, Hamburg, NY 14075,

Charged to Clean up of properties - A3620.469

MOVED: Comerford

**Town Board of the Town of Hamburg  
May 8, 2023 Meeting**

**10. Assistant Code Enforcement Officer Appointment**

**RESOLVED**, that the Town Board approve the appointment of Michael Vella to the full-time permanent position of ASSISTANT CODE ENFORCEMENT OFFICER in the Building Inspection Department. This appointment is effective May 9, 2023; rate of pay is \$33.53 per hour, funds are available in A3620.100.

Moved: Comerford

**Town Board of the Town of Hamburg  
May 8, 2023 Meeting**

**11. NYDOT Drainage Study Support**

**WHEREAS**, the Town of Hamburg is actively working to resolve drainage issues negatively affecting our residents, having recently completed a Townwide drainage study, and

**WHEREAS**, the Town wishes to begin a joint effort with the New York State Department of Transportation (NYSDOT) to develop solutions to several areas in need of attention along Lakeshore Road, and

**WHEREAS**, many of the Town's Right of Way have drainage which joins with storm sewer within NYSDOT maintained right of way, and

**WHEREAS**, the NYSDOT South Residency and Town of Hamburg Engineering, based on several meetings and by sharing resources collaborated a plan to:

- Identify areas of storm sewers with poor function along Lakeshore Road (NYS Route 5).
- Identify properties which require easement or access agreement.
- Identify appropriate land use, NYSDOT Real Property Division will be actively pursuing outreach to property owners that have storm water infrastructure lying within private property
- Provide data from Town wide drainage study to be used in NYSDOT Study
- Identify feasible fund sources, grants and finance mechanisms for implementing the corrective actions resulting from the drainage study.
- Effectively involve the business community and public in the development of the designs, policies and ordinances described above.

**NOW THEREFORE BE IT RESOLVED**, that the Town of Hamburg fully supports and endorses the Study proposed by the NYSDOT, and will actively participate in the completion of this study.

Moved: Connolly

**Town Board of the Town of Hamburg  
May 8, 2023 Meeting**

**12. Assistant Planner Position (FT)**

**RESOLVED**, that the Town Board approve the appointment of Annalyse Paulsen to the full time provisional position of Assistant Planner. The appointment is subject to all preconditions of employment including but not limited to a pre-employment background check and physical. This appointment is effective May 22, 2023 at a rate of \$29.57 per hour (\$61,505.60 annually). Funds are available in B8020.

MOVED: K. Hoak

**Town Board of the Town of Hamburg**  
**May 8, 2023 Meeting**

**13. Comprehensive Plan Implementation Committee Consultant Agreement**

Whereas, the Town of Hamburg recently completed adoption of a new Comprehensive Plan which included a plan for implementation, and

Whereas, the Hamburg Town Board has created a Comprehensive Plan Implementation Committee,

Now Therefore Be It Resolved that the Hamburg Town Board authorizes the Town Supervisor to sign an agreement with the town's Planning Consultant, Wendel, to coordinate the Comprehensive Plan Implementation Committee and facilitate the implementation process as agreed upon through December 31, 2024.

Funds are available in H99.8020.0303

Moved: Farrell Lorentz

**Town Board of the Town of Hamburg**  
**May 8, 2023 Meeting**

**14. Highway Budget Transfer**

NOW, THEREFORE BE IT, RESOLVED, that the Town Board approve the transfer of \$40,000.00 from account DB5142.467 Chemicals into Account DB5110.101 - \$20,000.00 Overtime, and Account DB5110.102 - \$20,000.00 Part time, to facilitate ongoing cleanup and repair from snow damage.

Moved: Farrell Lorentz

**Town Board of the Town of Hamburg  
May 8, 2023 Meeting**

**15. PAF - Youth, Recreation & Senior Services**

**BE IT RESOLVED**, that the Town Board approve the termination and hiring of personnel for the Dept. of Youth, Recreation & Senior Services as follows:

**MOVED:** Connolly

**ATTACHMENTS:**

Description	Upload Date	Type
PAF 5/8/23	5/4/2023	Cover Memo

## TOWN OF HAMBURG - PERSONNEL ACTION FORM

Date of Request: 5/3/23Department: Youth, Recreation, Senior ServicesDepartment Head Signature: Supervisor Signature: Date: 5/3/23TOWN BOARD MEETING OF 5/8/23

PAGE 1 of 3


I request that a Town Board Resolution be adopted approving the following personnel action:

#	Emp #	Employee Name	N or R	Position	Start date	Full time hourly rate	PT/Sea/temp hourly rate	Termination Date
1	5158	Barry, Jake		Rec Attd-A7310-P/T				5/7/2023
	5158	Barry, Jake	R	Rec Attd-A7310-Seas.	5/8/23		\$14.20	
2	5159	Collins, Ryan		Rec Attd-ER7251-P/T				5/7/2023
	5159	Collins, Ryan	R	Rec Attd-ER7251-Seas.	5/8/23		\$14.20	
3	5081	Foley, Conor		Rec Attd-A7310-P/T				5/7/2023
	5081	Foley, Conor	R	Rec Attd-A7310-Seas.	5/8/23		\$14.20	
4		Joslin, Sr. Mark	N	Rec Attd-ER7251-Seas.	5/9/23		\$14.20	
5	4221	Kumiega, Mark	R	Rec Attd-ER7251-Seas.	5/9/23		\$14.20	
6	4679	Kuznicki, Thomas		Rec Attd-ER7251-P/T				5/9/2023
	4679	Kuznicki, Thomas	R	Rec Attd-ER7251-Seas.	5/10/23		\$14.25	
7	5006	MacDonald, Lauren		Rec Attd-A7310-P/T				5/8/2023
	5006	MacDonald, Lauren	R	Rec Attd-A7310-Seas.	5/9/23		\$16.00	
8	5026	McDermott, Kevin		Rec Attd-EI7265-P/T				5/6/2023
	5026	McDermott, Kevin	R	Rec Attd-A7310-Seas.	5/7/23		\$14.20	
9	5132	O'Brien, Elizabeth		Rec Attd-ER7251-P/T				5/7/2023
	5132	O'Brien, Elizabeth	R	Rec Attd-ER7251-Seas.	5/8/23		\$14.20	
10	5138	O'Brien, Kathryn		Rec Attd-ER7251-P/T				5/7/2023
	5138	O'Brien, Kathryn	R	Rec Attd-ER7251-Seas.	5/8/23		\$14.20	
11	5166	Pitillo, Alec		Rec Attd-ER7251-P/T				4/30/2023
	5166	Pitillo, Alec	R	Rec Attd-ER7251-Seas.	5/1/23		\$14.75	



17  
Date of Request: 5/3/23

Department: Youth, Recreation, Senior Services

Department Head Signature: 

Supervisor Signature



Date:

5/3/23

TOWN BOARD MEETING OF 5/8/23

PAGE 2 of 3

I request that a Town Board Resolution be adopted approving the following personnel action:

#	Emp #	Employee Name	N or R	Position	Start date	Full time hourly rate	PT/Sea/temp hourly rate	Termination Date
12	4793	Pope, Daniel		Rec Attd-ER7251-P/T				5/9/2023
	4793	Pope, Daniel	R	Rec Attd-ER7251-Seas.	5/10/23		\$14.25	
13		Santoro, George	N	Rec Attd-ER7251-Seas.	5/9/23		\$14.20	
14	5160	Scherer, Andrew		Rec Attd-ER7251-P/T				5/7/2023
	5160	Scherer, Andrew	R	Rec Attd-ER7251-Seas.	5/8/23		\$14.20	
15	5033	Siebert, James		Rec Attd-ER7251-P/T				5/7/2023
	5033	Siebert, James	R	Rec Attd-ER7251-Seas.	5/8/23		\$14.25	
16	5104	Silveri, Donald		Rec Attd-A7310-P/T				5/8/2023
	5104	Silveri, Donald	R	Rec Attd-A7310-Seas.	5/9/23		\$14.75	
17	5030	Skelly, Patrick		Rec Attd-A6772-P/T				5/7/2023
	5030	Skelly, Patrick	R	Rec Attd-A7310-Seas.	5/8/23		\$14.45	
18	2875	Steger, Joseph		Rec Attd-ER7251-P/T				4/30/2023
	2875	Steger, Joseph	R	Rec Attd-ER7251-Seas.	5/1/23		\$17.00	
19	5131	Sullivan, Mikayla		Rec Attd-ER7251-P/T				4/30/2023
	5131	Sullivan, Mikayla	R	Rec Attd-ER7251-Seas.	5/1/23		\$14.20	
20	5146	Zyglis, Michael		Rec Attd-A7310				5/8/2023
21	5206	Alessandra, Jacob		Rec Attd-A7310				5/9/2023
22	5136	Donaldson, Nicholas		Rec Attd-EI7265-P/T				5/6/2023
	5136	Donaldson, Nicholas	R	Rec Attd-A7180-Seas.	5/7/23		\$14.20	
23	5129	Hall, Melanie		Rec Attd-EI7265-P/T				5/6/2023
	5129	Hall, Melanie	R	Rec Attd-A7180-Seas.	5/7/23		\$14.20	

2

Signature: P. J. J. J. J.

~~5/3/23~~

5/8/23

PAGE 3 of 3

I request that a Town Board Resolution be adopted approving the following personnel action:

[illegible]

**Town Board of the Town of Hamburg**  
**May 8, 2023 Meeting**

**16. Taylor Road Alcohol Waivers - June**

Request a Resolution from the Town Board authorizing alcohol waivers for the following

**JUNE 2023 Taylor Road rentals:**

6/2/23    6/3/23    6/4/23    6/9/23    6/10/23    6/11/23    6/16/23    6/17/23    6/18/23    6/20/23    6/23/23  
6/24/23    6/25/23    6/28/23    6/29/23  
6/30/23

Moved: Connolly

**Town Board of the Town of Hamburg  
May 8, 2023 Meeting**

**17. B&G PAF**

May 8, 2023

**BE IT RESOLVED,** that the Town Board approve the termination and hiring of the following employees in B&G.

Moved: R. Hoak

**ATTACHMENTS:**

Description

Upload Date

Type

B&G PAF\_05-08-23

5/4/2023

Cover Memo




**TOWN OF HAMBURG - PERSONNEL ACTION FORM**

Date of Request 5/3/2023

Department- B&G

Department Head Signature 

Supervisor Signature 

Date 5/11/23

TOWN BOARD MEETING OF MAY 8, 2023

PAGE 1 of 1

I request that a Town Board Resolution be adopted approving the following personnel action:

#	Emp #	Emp Name	N or R	Position	Start date	Full time hrly rate	PT/Sea/temp hrly rate	Term date
1	4338	Sean McLaughlin		Special Laborer/A.7140.100		\$34.67		5/8/2023
2	4338	Sean McLaughlin	R	Laborer/A.7140.100	5/9/2023	\$33.28		
3	3978	Rodney Pawlowski		Special Laborer/A.7140.100		\$34.67		5/8/2023
4	3978	Rodney Pawlowski	R	Laborer/A.7140.100	5/9/2023	\$33.28		
5	2984	Chris Sortisio		Special Laborer/A.7140.100		\$34.67		5/8/2023
6	2984	Chris Sortisio	R	Laborer/A.7140.100	5/9/2023	\$33.28		
7	3566	Patrick Sullivan		Special Laborer/A.7140.100		\$34.67		5/8/2023
8	3566	Patrick Sullivan	R	Laborer/A.7140.100	5/9/2023	\$33.28		
9	5027	Matthew Ryan		PT Laborer/A.7140.102			\$14.20	5/8/2023
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**Town Board of the Town of Hamburg**  
**May 8, 2023 Meeting**

**18. Request for Bids: Hamburg Public Library Coffee Shop Concession**

BE IT RESOLVED that the Town Clerk is authorized to advertise for sealed bids for the operation of the Hamburg Public Library Coffee Shop Concession.

The bids are scheduled to be opened on June 20, 2023 at 11:00 a.m. Sealed bids shall be submitted to the Office of the Town Clerk, Town of Hamburg, 6100 South Park Avenue, Hamburg, New York 14075 and marked "Hamburg Public Library Coffee Shop Concession."

Moved: R. Hoak

**Town Board of the Town of Hamburg  
May 8, 2023 Meeting**

**19. Clerk (PT) Engineering Department**

**RESOLVED**, that the Town Board approve the recommendation of the Superintendent of Public Works, to appoint Donald Brady to the part time/seasonal position of Clerk within the Engineering Department. The appointment is subject to all preconditions of employment including but not limited to a pre-employment background check. This appointment is effective May 15, 2023, at a rate of \$15.50 per hour. Funds are available in A1440.103.

MOVED: Connolly